

In This Issue

- New Search Options for Student Maintenance Available for **Accounts Receivable** and **Campus Store** p.1
- New Global Update Option Available for **Accounts Receivable** and **Accounts Payable** p.2
- Accounts Payable**
Save Settings added to Cash Disbursements p.2
- G/L Accounts now print on Cash Requirements Report p.2
- Accounts Receivable**
Debit Account Transactions can now be Summarized p.3
- Campus Store**
Multiple Locations for POS users p.3
Check Authorization for POS users p.4
- Alumni Development**
Post to Cash in Summary for Alumni Development gifts p.5
- System Administration**
Vendor Media Import now supported p.5
- Fixed Assets**
Manage Depreciation Basis feature now available p.6

In this release bulletin, the latest enhancements to several modules of the **SENIOR BUSINESS OFFICE** are described.

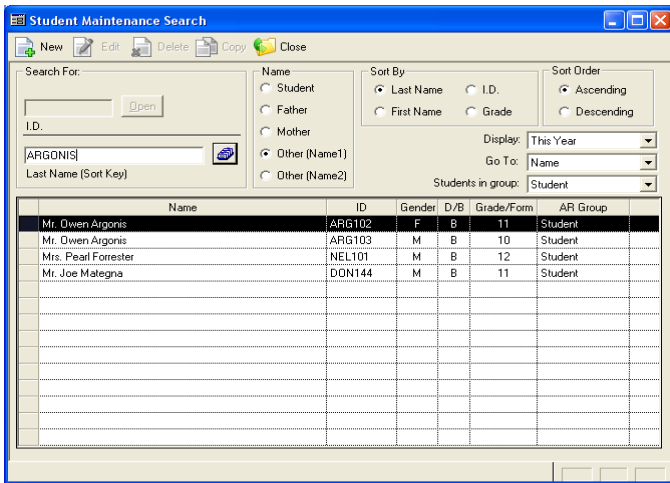
New Search Options for Student Maintenance Available for Accounts Receivable and Campus Store

When performing a search from **Student Maintenance**, you can now search for family-related names other than student, mother, or father. For example, if your school maintains grandparent addresses, they would be set up in **Student Maintenance** as an **Other** address type.

The screenshot shows the 'Student Maintenance' window for 'Penelope Adria Argonis'. It features a menu bar with options like Name, Address, Info1, Info2, Account, All Accts., Charges, Pending, Deferred, Debit, Store, Store Hist, Medical, Custom, and Comments. Below the menu is a 'Display Options' section with checkboxes for 'Active Only', 'All Applications', and 'This Application'. A 'Family Options' section includes 'Family I.D.' (ARG10) and 'Parent Web Accounts'. The main area contains a table with columns: EC, Name, Code, Address Type, Statement Stmt (Loans), Active, In Use, Grade, and New. The table lists family members: Mr. and Mrs. Jasper Argonis (Parent 1), Argonis Fishing Company (Parent 1 Father Work), Designs by Marcy (Parent 1 Mother Work), and Mr. and Mrs. Owen Argonis (Other Grandparent). Below the table are sections for Address, Telephone Numbers, E-Mail, Misc, and Comments. The Address section shows 1771 East Apple Avenue, Muskegon, MI 49442. Telephone numbers include (616) 777-7272 and (231) 737-5847. E-mail is Argon@aol.com. Misc options include Send Grades, A/R Stmt, and Loans Stmt, all with green checkmarks. Linked to: Mr. Jasper Argonis (0000058) and Mrs. Marcia Argonis (0000059). Web IDs: Jasper: ARGONIS_RED, Marcia: ARGONIS_MARCY. An 'EMERGENCY CONTACT' label is visible. At the bottom are buttons for Next Year, OK, Cancel, Print, and Delete.

EC	Name	Code	Address Type	Statement Stmt (Loans)	Active	In Use	Grade	New
	Mr. and Mrs. Jasper Argonis	Parent 1		Original	Original	✓	✓	✓
	Argonis Fishing Company	Parent 1 Father Work		Original		✓	✓	
	Designs by Marcy	Parent 1 Mother Work				✓	✓	
	Mr. and Mrs. Owen Argonis	Other	Grandparent			✓	✓	

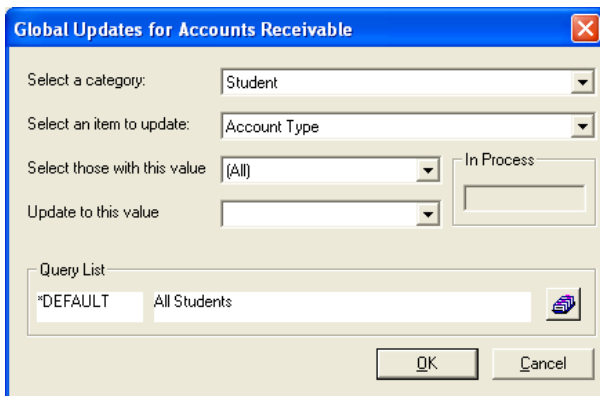
The **Other (Name1)** and **Other (Name2)** refer to the names that are on the Address tab and coded as **Other**.



To search for a student using their grandparent's name, in the **Student Maintenance Search** window, enter the grandparent's last name in the search field. Select the **Other (Name1)** radio button, then select Search button.

New Global Update Option Available for Accounts Receivable/Accounts Payable

The **Global Update** option that resides in **SYSTEM ADMINISTRATION** can now be run from the **ACCOUNTS RECEIVABLE** and **ACCOUNTS PAYABLE Maintenance** menus.



A global update can be used to remove or insert data into a variety of fields on the **Student, Address,**

Company, Faculty and **Vendor** tables, just to name a few. Only allow users who are familiar with this function should be given access to this menu item.

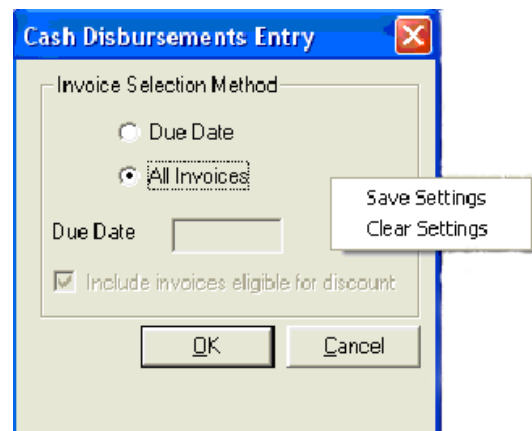
Chapter 2 of the **SYSTEM ADMINISTRATION Reference Guide** explains how to use global updates.

Accounts Payable

Save Settings added to Cash Disbursements

When you select invoices to pay from the **Cash Disbursements Entry** menu, the window defaults to selecting invoices by due date. Since many schools don't use the **Due Date** option, you can now select the **All Invoices** radio button, then use the **Save Settings** feature to have your system default to selecting **All Invoices** every time.

You can right click anywhere on the window background to enable the **Save Settings** feature.



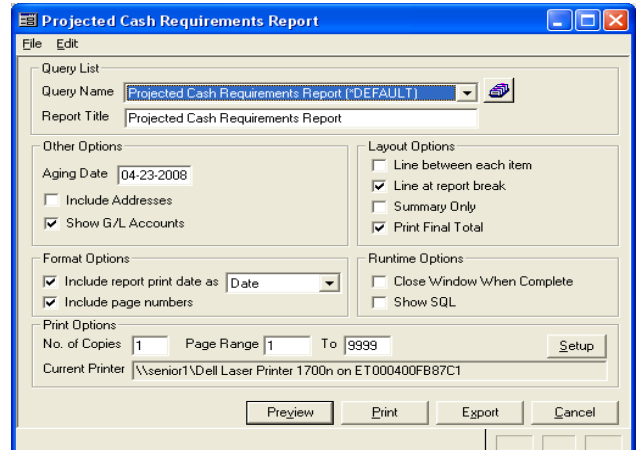
G/L Accounts Now Print on Cash Requirements Report

In **Cash Disbursements**, when you select invoices to pay, you have an option to print a cash requirements report for all selected invoices. When you select the **Print** button, you will now see an option to **Show G/L Accounts**. Select this option to display the accounts posted on the original invoices.

If you always want these numbers to appear on the report, use the **Save Settings** option when you select to **Show G/L Accounts**.

You can right click anywhere on the window background to enable the **Save Settings** option.

The **Projected Cash Requirements** report from the **ACCOUNTS PAYABLE Reports** menu has the same option.

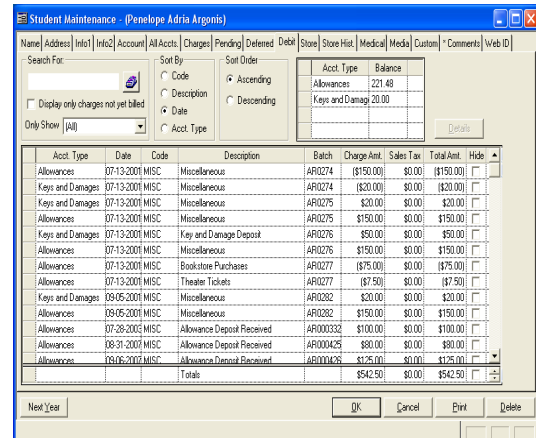
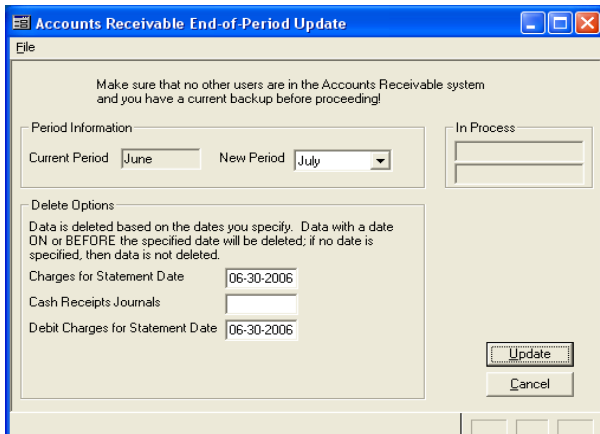


Accounts Receivable

Debit Account Transactions Can Now be Summarized

When you close the fiscal year, you can now summarize the debit account transactions. Enter the date you wish to summarize and upon completion of end-of-period, all debit transactions with a statement date less than or equal to the date entered roll up into one transaction. One summary record is created for each debit account. In our example, this student has two summary lines. One for her allowances account and another for her key and damage account.

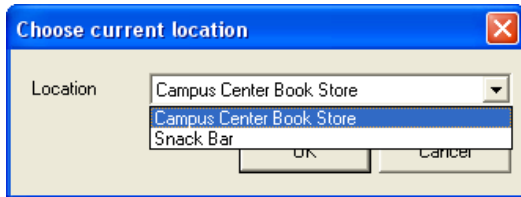
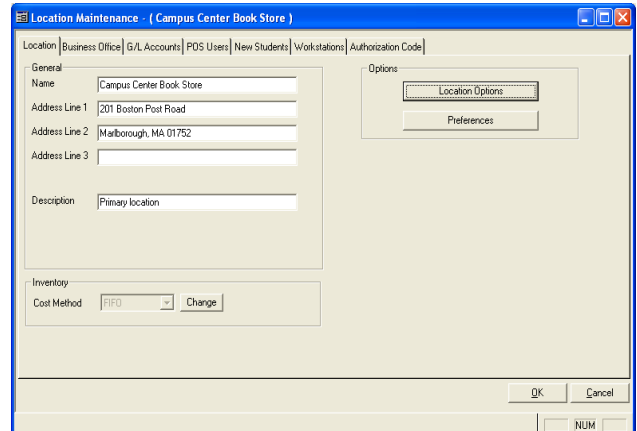
Please note that the system rolls up on statement date. Be sure your debit account statements have been recently updated.



Campus Store

Multiple Locations for POS

A POS Workstation can now be used for more than one location. To set this up, go into the **CAMPUS STORE** back office application. Open the **Location Maintenance** menu for each location and add the workstation to the Workstation tab. Also, check the POS users tab to ensure the user has access to each location. Once set up correctly, when the user logs in on the POS workstation, the following location dialog appears. Select the location you wish to work from.

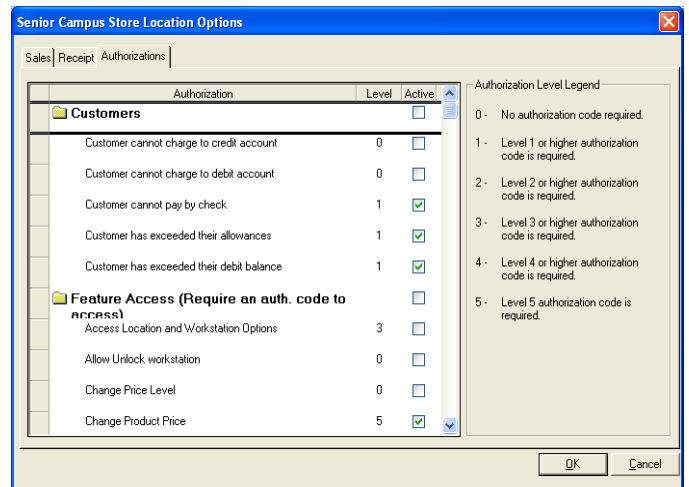


From the **Location Options** window, select the **Authorizations** tab.

Check Authorization for POS Users

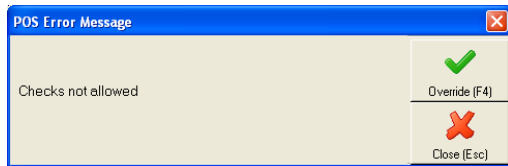
You can now set the system up to require your POS users to seek authorization when accepting a check. To use this feature, go into the **CAMPUS STORE** back office application.

Open the **Location Administration** window for each location you want to require check authorization. In the **Location Maintenance** window, select **Location Options**.

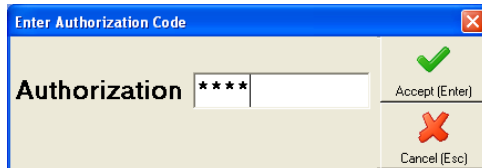


Under the **Customers** folder, select the new item called *Customer cannot pay by check*. Click the **Active** box and select an authorization level of 1 through 5. See the **Authorization Level Legend** on the right for a description of the levels. Here, a 1 has been entered for the lowest level. Click OK to save.

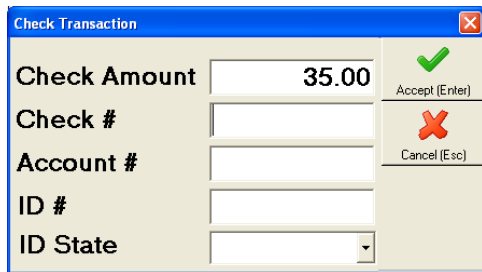
Now, if a POS user enters a sale where the customer chooses to pay by check, when the user selects the CHECKS payment method, the **POS Error Message** window appears.



Select **Override** to evoke the check authorization.



Enter the **Authorization** code and select **Accept**.

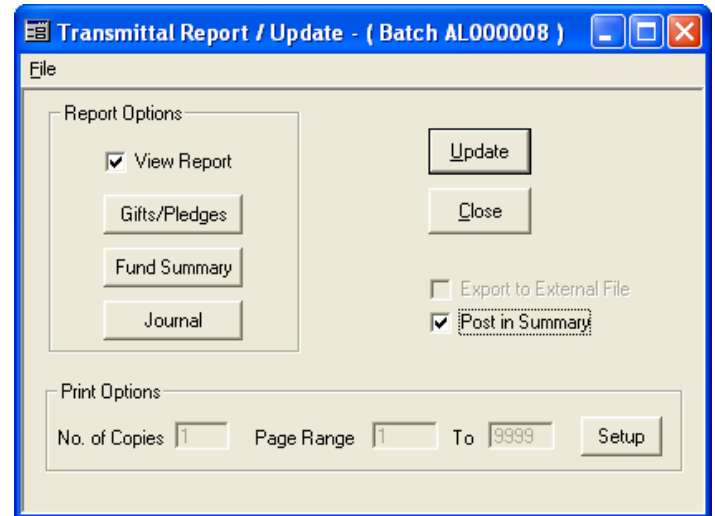


Type the Check verification information in each field and select **Accept**.

Alumni Development **Post to Cash in Summary for Alumni/Development Gifts**

When **ALUMNI DEVELOPMENT** gifts are transmitted to **GENERAL LEDGER**, the transactions post to the cash account by fund. For example, if the batch contained some gifts to Annual Fund and some to Capital Campaign, yet they both affected the same cash account, there would be two entries in the **GENERAL LEDGER** cash accounts audit trail; one for Annual Fund and the other for Capital Campaign. Splitting cash transactions like this has made it difficult for bank reconciliation as the bank statement lists one transaction for the Development Cash deposit.

The Alumni Development **Transmittal Report/Update** window now has an option called **Post in Summary** that allows you to post the gifts to **GENERAL LEDGER** cash in summary, by transmittal. You can use the **Save Settings** feature to keep the box always checked.



System Administration

Vendor Media Import now supported

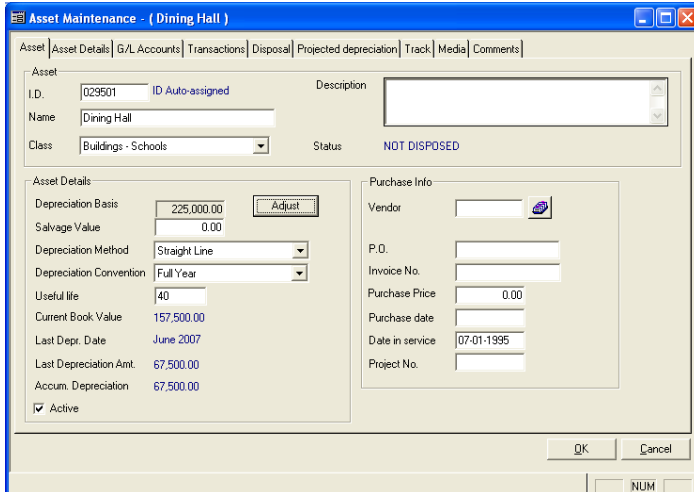
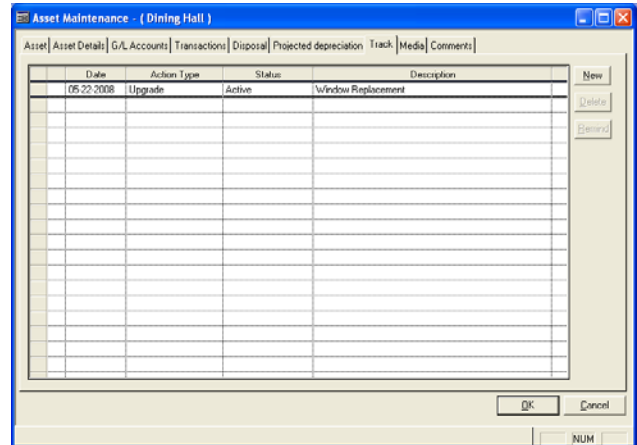
The **SYSTEM ADMINISTRATION** application now supports a Vendor Media Import for those schools who wish to import vendor related data for the **ACCOUNTS PAYABLE** Media tab found in Vendor Maintenance. Please refer to Chapter 9 of the Senior Systems, **SYSTEM ADMINISTRATION** manual for instructions on how to use this import. Also, please note that if you wish to import a unique Keyword for each record vs. having the systems assign the same Keyword to each record in the import file, you must have your import file records formatted in the following order:

"Vendor_ID", "Media file name and extension (i.e. check101.jpg)", "Category (i.e. Portrait)", "Keyword"

Fixed Assets

Manage Depreciation Basis

You can now upgrade, downgrade or correct an existing asset's depreciation basis in **FIXED ASSETS**. When you edit an existing asset, the Depreciation basis amount is now grayed out and can only be adjusted using **Adjust**.

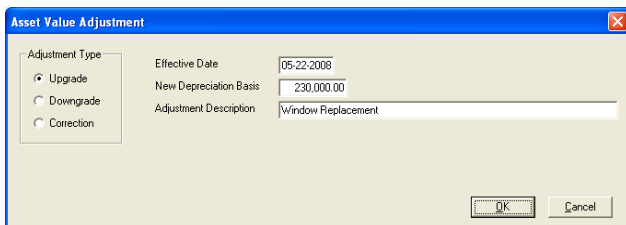


The **Effective Date** and **Adjustment Description** will also be retained in the *Track* tab.

There is no impact to **GENERAL LEDGER** when you process an **Upgrade**. The amount you are increasing will be allocated across the remaining projected depreciation months. The assumption is that the amount of the increase for an upgrade has already been posted to **GENERAL LEDGER** via an **ACCOUNTS PAYABLE** transaction.

Select **Adjust** to view the next screen:

If you select **Downgrade**, the system decreases the asset's depreciation basis and logs a reference to this adjustment in the *Track* tab of that asset.



If you select **Upgrade**, the assets depreciation basis is increased and the system will log a reference to this adjustment in the *Track* tab of that asset.



The **Effective Date** and **Adjustment Description** will is retained in the *Track* tab.

You will have to input a Gain/Loss on Sale of Asset type G/L as this transaction will debit Gain/Loss and Credit the Fixed Asset GL associated with the asset. Any accumulated depreciation that has posted to date will remain. It is only future depreciation that will be adjusted to reflect the new basis.

If you select **Correction** you can increase or decrease the assets depreciation basis and with

no impact on the **GENERAL LEDGER**. You should use this option if you simply need to correct an amount that was manually input incorrectly from

the beginning. A **Correction** entry will be logged in the **Assets Tracking** tab so that you have a record of this alteration.